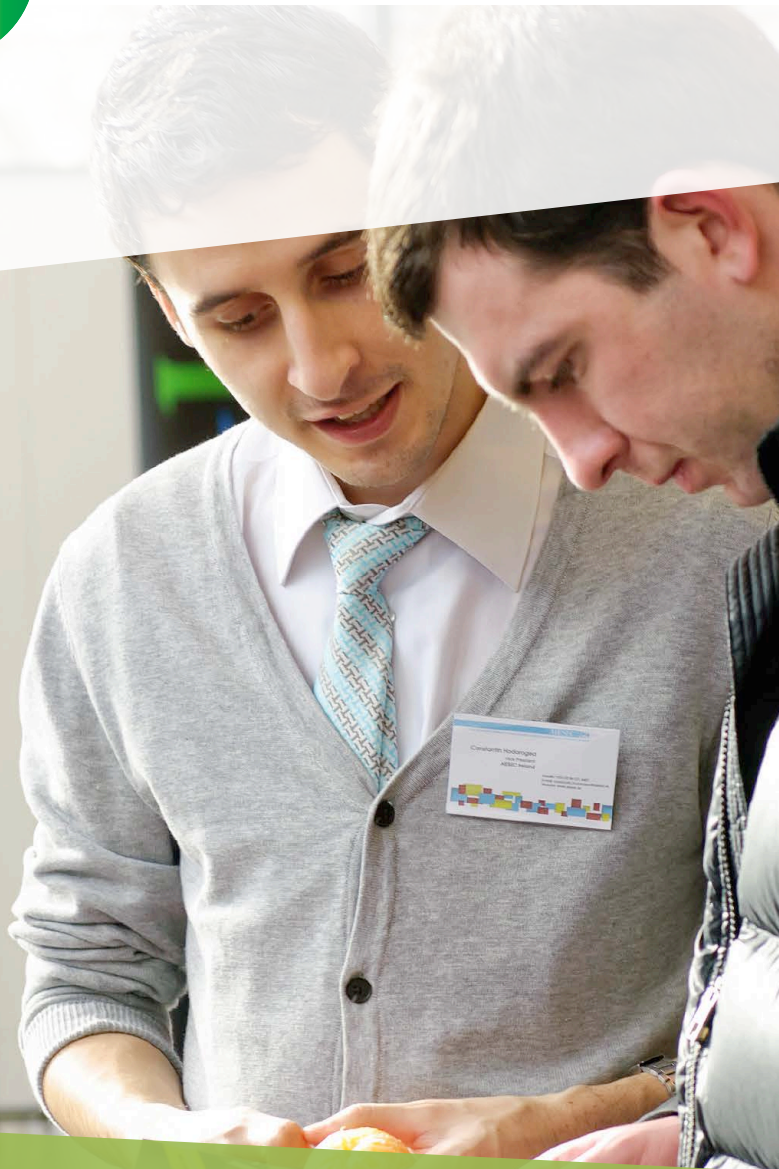




UCD Career Development Centre
www.ucd.ie/careers



ENGAGE AND RECRUIT AT UNIVERSITY COLLEGE DUBLIN 2013/2014



Why University College Dublin?

University College Dublin is a research intensive institution with a reputation for world class research and education. It is Ireland's largest and most diverse university with over 30,000 students, drawn from approximately 124 countries. The international standing of UCD has increased rapidly in recent years and the university is currently ranked within the top 1% of institutions world-wide by the Times Higher Education rankings. UCD offers a broad undergraduate and graduate curriculum organised into seven Colleges:

- UCD College of Agriculture, Food Science and Veterinary Medicine
- UCD College of Arts and Celtic Studies
- UCD College of Engineering and Architecture
- UCD College of Health Sciences
- UCD College of Human Sciences
- UCD College of Science
- UCD College of Business and Law (including the renowned Michael Smurfit Graduate Business School)

For information on each College and details of courses on offer, please visit www.ucd.ie/colleges

Over **6,000** students graduate each year from UCD undergraduate and graduate programmes.

Why work with the Career Development Centre?

The Career Development Centre works with national and international employers to help them source future interns and graduate employees. We can advise employers on strategies to access students they are seeking, and on raising their profile on campus. We bring students and employers together through a range of activities, such as careers fairs, skills workshops and presentations. Our work spans the entire student body and includes close links with individual Colleges and Schools.

Academic Term Dates 2013/2014

The Career Development Centre can advise on the best times and dates to schedule on-campus activities during the 2013/14 teaching terms.

SEMESTER 1

Teaching term 1: 9 September – 29 November
 Revision: 2 December – 8 December
 Exams: 9 December – 20 December

SEMESTER 2

Teaching term 2a: 20 January – 7 March
 Fieldwork/Study period: 10 March – 23 March
 Teaching term 2b: 24 March – 25 April
 Revision: 28 April – 4 May
 Exams: 6 May – 17 May

Summer term/Research period (Graduate students only): 19 May – 31 August

Careers Fairs

Our targeted careers fairs provide the ideal forum to meet a large number of students in a few hours to promote your graduate vacancies and internships. Fairs will be promoted to all students at UCD and to sub-sections of the student population when appropriate. For details on cost and to book, please contact Aoife Collins at careersevents@ucd.ie or call 01 716 7572.



Semester 1

UCD Michael Smurfit Graduate Business School Fairs

Memorial Hall, Blackrock Campus

The UCD Smurfit Graduate Business School hosts two separate Careers Fairs in October. The first is specifically designed for the professional services firms who offer training programmes in audit, tax and management consultancy. The second fair represents an opportunity for employers from a range of sectors to promote their graduate vacancies.

Tuesday 1st October 2013, 12pm - 3pm - Professional Services (Audit, Tax and Consultancy)

Friday 4th October 2013, 11am - 3pm - Finance, Marketing, Management, Supply Chain, iBusiness, HRM & Business Analytics

Business, Finance & Management Careers Fair

Wednesday 2nd October 2013, 11am - 3pm
O'Reilly Hall, Belfield

The UCD Business, Finance and Management Careers Fair was introduced in 2012 in response to employer feedback suggesting that our traditional general Careers Fair did not allow employers to target the student groups they are interested in. It was a huge success, attracting 1,200 students and 40 employers. The fair attracts not only students from the Quinn School of Business, but UCD students across all academic disciplines interested in pursuing a career in business or finance, especially Engineering, Human Sciences and Arts.

96% of students surveyed at the Business, Finance & Management Careers Fair 2012 said they would apply for a role with employers at the fair.

Science, Engineering & Technology Careers Fair

Thursday 3rd October 2013, 11am – 3pm
O'Reilly Hall, Belfield

Building on the success of last year's inaugural Science, Engineering & Technology Careers Fair, we are anticipating in excess of 45 exhibitors and 1000 students at this event. This fair provides a unique forum for employers to promote their opportunities to a targeted audience of undergraduate and postgraduate students across all scientific disciplines, including computer science and all engineering disciplines (including mechanical, electronic, electrical, chemical, biosystems, civil and structural). Employers with work placement opportunities for engineering students are particularly encouraged to attend (see section on Work Placements on following pages).

Law Careers Fair

Wednesday 9th October 2013, 1pm – 4pm
Astra Hall, Student Centre, Belfield

This fair consistently attracts the leading national and international law firms to recruit trainees from among UCD's Law students as well as the UCD student population at large. Employers attending this fair can expect to meet highly focussed and driven students committed to a career in law.

“

A very useful event – lots of intelligent, focused questions. Great to see so many well informed and confident students.

– Graduate Recruitment Team, Allen & Overy LLP
speaking about the Law Careers Fair

”



Semester 2

Internships & Volunteering Fair

Tuesday 11th February 2014, 1pm – 4pm
Astra Hall, Student Centre, Belfield

This fair attracts students across all disciplines looking to enhance their career prospects by undertaking an internship or make a broader contribution through volunteering. Students are becoming increasingly aware of the value of internships and we are noticing a significant rise in the number of students actively pursuing internship opportunities with a view to enhancing their work experience and exploring potential career options. This fair will provide employers with the opportunity to promote their internship programmes to students while also building the corporate brand awareness that underpins the achievement of a strong pool of applicants for graduate positions in future years.

Education Careers Fair

Tuesday 18th February 2014, 5.30-7.30pm
Astra Hall, Student Centre, Belfield

This Fair targets students of UCD's Professional Diploma in Education seeking secondary teaching roles and students of other programmes interested in pursuing a career in teaching. The fair provides a great opportunity for teaching recruiters to engage with soon-to-qualify teachers and for providers of professional education programmes to meet potential future students.

For further information and enquiries about our fairs, please contact Aoife Collins at careersevents@ucd.ie

Specialist School Events

UCD Agriculture, Food Science & Human Nutrition Careers Day

18th February 2014

This event is organised by final year students of the UCD School of Agriculture and Food Science. Up to 30 organisations are expected to exhibit and a number of keynote addresses will be provided by leading industry representatives and graduates. To find out more about this event, please contact the Career Development Centre and we will put you in touch with the organising committee.

Computer Science Showcase Day

March 2014

Organised jointly by the Career Development Centre and the School of Computer Science & Informatics, this event is an opportunity for graduating students to showcase their project work and for companies to network and raise their profiles amongst our students. Many of the project outputs on display are potentially commercialisable as they focus on cutting-edge research areas in which the School has expertise. As well as the student project expo, the programme of events includes an industry sponsored student awards ceremony and networking session.

Contact: Aoife Collins at careersevents@ucd.ie



Workshops on Employability Skills

Delivering skills workshops allows employers to contribute to the career development of UCD students whilst boosting your profile on campus. Workshops can focus on the skills needed to succeed in the recruitment process, such as CVs and applications, interviews and assessment centres, or competencies frequently sought in graduates, such as teamwork, leadership and commercial awareness. The Career Development Centre can work with you to arrange a standalone workshop that will be organised and promoted in the same way as an employer presentation. In addition, employers can deliver workshops through the following means:

Skills for Working Life Programme

Every year, we deliver a 'Skills for Working Life' programme targeted at pre-final year students. This consists of a series of two-hour interactive workshops, delivered by graduate employers covering a variety of employability skills. A non-credit-bearing Certificate is awarded to students who engage with these workshops. We are offering employers the opportunity to contribute a two-hour workshop in areas such as team work, leadership, negotiation, making business presentations, effective applications and interviews.

Embedded Modules and School Programmes

The Career Development Centre partners with Schools to deliver career development modules embedded into the curriculum as well as bespoke careers programmes outside the curriculum. There is some scope for employers to contribute to these modules in the form of a skills workshop, case study or business game.

Employer Recruitment Presentations

Presentations to students on your organisation and opportunities available remain a popular means of promoting graduate and internship vacancies to students.

The Career Development Centre supports presentations by booking rooms in a location and at a time that is most suitable to the student groups you are targeting. When requested, we will provide you with options and contact details for catering. Presentations are promoted on our website, Facebook, Twitter, the UCD Careers Connect portal as well as to specific Schools when appropriate.

Employers looking to deliver a presentation during the peak recruitment period of October should make arrangements at least four weeks in advance. At all other times of the year, presentations need to be booked a minimum of two weeks in advance in order to ensure appropriate scheduling and marketing to your target audience.

To deliver a presentation or workshop at the main UCD campus, please contact Aoife Collins at careersevents@ucd.ie

To deliver a presentation or workshop at the Michael Smurfit Graduate Business School, please contact Cathy Savage at smurfitcareers@ucd.ie



Recruiter-in-Residence

Recruiter-in-Residence sessions are a way of identifying strong potential candidates and helping them to succeed in the recruitment process. Employers meet with students on a one-to-one basis in the Career Development Centre, where they provide feedback on students' CVs and applications and advice on preparing for interviews and assessment centres. The Career Development Centre manages student bookings and forwards their details, including CVs if required, in advance.

Contact: Aoife Collins at careersevents@ucd.ie

Recruitment Information Stands

The Career Development Centre can reserve a stand space at a strategic location on campus and promote your presence to students. This is a great way to raise awareness of your organisation, meet passing students in an informal setting and distribute recruitment materials.

Contact: Aoife Collins at careersevents@ucd.ie

Interview & Test Facilities

There are two interview rooms available to book in the Career Development Centre to hold interviews with candidates from UCD. We are located in the heart of the campus with a spacious and comfortable waiting area for candidates. We can also advise and help you to book suitable space on campus to host psychometric or technical tests as well as other assessment centre activities. Please note that it can be difficult to book classrooms for more than two consecutive hours prior to 4pm during term time.

Contact: Aoife Collins at careersevents@ucd.ie

Advertising Vacancies

The UCD Career Development Centre hosts an online vacancies portal - Careers Connect - for employers to advertise graduate and paid internship opportunities, part-time/vacation work for students and jobs targeted at experienced hires, i.e. graduates who have a few years' work experience.

Advertising on Careers Connect is free of charge for employers and accessible to all UCD students and graduates. It provides a user-friendly interface through which employers can register their company profile and upload vacancies themselves. Once a vacancy is uploaded to the system and approved by a member of the Career Development Centre team it is normally published within one working day. When appropriate, we also target specific groups of students via email with vacancy details.

Contact: If you require information on our vacancy service or instructions on using Careers Connect please contact Jessica Coyle at careers@ucd.ie

Work Placements

A key way of generating closer links with UCD is through getting involved in work placements. There are numerous work placements within the curriculum of UCD academic programmes. UCD sees work placements as a means to enhance the academic experience for students as a part of their degree and to:

- Develop employability skills and graduate attributes in students.
- Make links between UCD and the labour market more explicit.
- Bring UCD closer to key businesses and emerging industry sectors.

The University Work Placement Team, based in the Career Development Centre, provides a co-ordination and guidance role for internship policy and practice arrangements in UCD. The team consists of Dr Teresa Lee, University Work Placement Manager and Dr Kate Collins, University Work Placement Assistant.

To find out more about Work Placements in UCD, email kate.collins@ucd.ie



MBA Recruitment

The Michael Smurfit Graduate Business School's MBA Programmes are consistently ranked in the world's top 100 and Europe's top 50 by the Financial Times and the Economist Intelligence Unit. Participants come from a wide variety of professional backgrounds, averaging 8-15 years professional experience, and undergo a rigorous selection process to gain admission. These individuals are dedicated to the enhancement of their leadership skills and their contributions to organisations like yours.

If you'd like to learn more about how to engage, such as by submitting a project to the MBA Consulting Initiative or viewing the online CV Book, contact Brian Marrinan, MBA Careers Manager at brian.marrinan@ucd.ie or call 01 716 8926.



Post-Doctoral Recruitment

As a research intensive university, UCD is host to many post-doctoral researchers across all academic disciplines, but particularly within the College of Science and the College of Engineering & Architecture. A significant number of PhD graduates with experience of research at post-doctoral level go on to employment in the private sector, where their highly developed analytical and problem solving skills and their contribution to innovation in a knowledge-based economy are invaluable.

To engage with post-doctoral researchers please contact Mark Cumisky, Post-Doctoral Research Fellow Adviser, at mark.cumisky@ucd.ie



Sponsorship and Advertising Opportunities

Raise your brand awareness by sponsoring a resource, event or publication. Below are some of the sponsorship and additional advertising opportunities available.

Careers Fairs

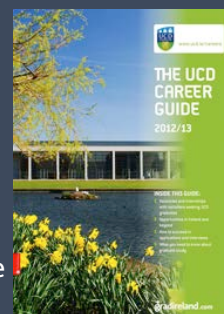
Sponsorship of one of our careers fairs provides employers with prominent branding alongside the UCD Career Development Centre, a free slot at the fair and inclusion in promotional activities surrounding the event. Employers can also take out advertisements in the event booklets published online and given to all students who attend.

Publications

We have opportunities for employers to sponsor some of our annual publications, such as our calendar of events and services to students guide.

UCD Career Guide

This annual publication is a one-stop-resource helping students to plan their career, understand the graduate recruitment process, and to recognise and develop their employability skills. Advertising in the Guide is an excellent platform to promote your organisation to the full range of students at UCD. The Guide is distributed in hard copy to 5,000 students and is available to download from the Career Development Centre website year-round.



Website

The Career Development Centre is redeveloping its website in 2013 and plans to offer banner advertising and sponsorship of the new website.

Contact: If you are interested in sponsoring an event or product, please contact Sorcha Mulcahy, Deputy Director, at sorcha.mulcahy@ucd.ie.



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